



Request for Proposals - Erie Canal Bicentennial Commemoration Visitor Experience Design Services

Addendum #1 - Questions & Answers

Release Date: December 2, 2022

The following is a list of responses to questions submitted by prospective respondents ("Respondents") to the Request for Proposals - Erie Canal Bicentennial Commemoration Visitor Experience Design Services

No.	Question	Answer	
1	Do you want a single entity to have a contract with for both design and production?	We prefer a collaborative team with a design lead and various sub-consultants, including production/fabrication companies.	
2	If so, should the firm that replies to this RFP be a design firm, or a production firm? Most design firms won't carry the kinds of bonding and insurance that the full project will require.		
3	Is there a preference for a local design consultant?	No.	
4	Is it required for a design firm to submit qualifications as a set partnership with one or more production / fabrication companies? Or can we submit as team leader, with perhaps a list of potential fabrication partners? Before any design has been done, it's hard to know what set of production and fabrication partners would be best for the project.	Design firms may submit as the prime consultant with subconsultants, including production/fabrication companies. Prime consultants should provide a list of potential production/fabrication companies based on the experiences described in the RFP.	
5	Can you give examples of specific past projects you have seen that your team has found inspiring and relevant to this new project?	Please refer to the Visitor Experience Brief, section 8 (EC2025@ Canalside Experiences, pp 23-31) included in the original RFP documents, and the Proposal Meeting presentation at the end of this Addendum.	

6	One of the documents included with the RFP mentions a budget of \$4.5M that has been set aside. Is that still correct?	\$4.5 million in funding has been secured for the Project.
7	How was the project budget determined?	Researching, investigating, and contacting non-profit and for- profit companies whose projects are of similar size and scope.
8	Has the funding been secured, or does it need to be generated?	See the Answer to Question #6
9	Are the elements created for the 2025 events intended to be temporary, and will they be taken down after the 200th event that fall? Or are they meant to stay in place longer?	They will likely remain in place for two years (2025 and 2026) and potentially a third year (2027).
10	On page 10, section D. Visitor Experience Brief - 2. Ruins/Main Canal (human history interpretation), the RFP mentioned that the existing signage is confusing. We are familiar with the site. To help us plan our response, which signage do you mean, and how is it confusing?	Given the desire to tell "human and hidden histories" related to Buffalo's Erie Canal heritage in the Ruins/Main Canal areas, a possible solution is to add additional interpretive signage. Consequently, existing interpretive signage should be assessed for relevancy, readability, understanding, and how it may visually integrate new interpretive signage.
11	Is there any THRC goal to reach? Or maximum time per visitor onsite? What is the estimated throughput (person per hour)? Page 4, Section II B.	On page 12, under Section III. Scope of Work, Task 1, v., the RFP states, "the Consultant will be responsible for estimating the number of visitors expected to attend the three experiences." We are requesting the Consultant determine potential visitor numbers for weekday, weekend, and holiday periods to help determine the sites' THRC. (Theoretical Hourly Ride Capacity)
12	How many people are you expecting for the Bicentennial Commemoration? Page 4, Section II B	See the answer to question #11.
13	What is the Security level for artifacts that need to be respected? (cameras, sensors, lasers) Page 12, Section III, task 2, iii.	We currently envision no artifacts being displayed in the Longshed. However, reproductions could be utilized as part of the visitor experience.
14	Has a main General Contractor been identified for the civil work, MEP modification, drawings for permits, etc?	Not at this time.

Is there a preferred format for the compilation of the Administrative Proposal (single bound PDF, Zipped folder, or other)? Page 18, Section V, Administrative Proposal, Submission of a Complete Two-Part Proposal.	Single bound PDF for each Proposal is preferred. We can accept files up to 150 MB in size. If your submission cannot be reduced in size to this limit, please submit multiple PDFs. Multiple PDFs should be numbered (1 of X, 2 of X, etc.). All submissions should request a Delivery Receipt.
If the size of our Technical and Administrative Proposals exceed the limited attachment size for email, what other forms of deposit does the ECDHC accept? Page 18, Section V, Administrative Proposal, Submission of a Complete Two-Part Proposal.	See the Answer to question #15.
Is there any information on the art installation? Sculpture, digital, participating installation? What is the level of integration that needs to be done with the rest of the experience? What is the level of influence? Page 10, Section II, D, 2. Ruins Main Canal.	The selected art piece will be revealed in April 2023 and the selected team will be provided with details. While the art will not need to be integrated into the rest of the experience, we will be open to ideas for integration and would help facilitate conversations with the artist.
Has the programme for the Bicentennial Commemoration been established? (A matrix of activities set to happen throughout the year at the three activation areas and their surrounding).	Not at this time.
Are there subject matter experts in either the ECDHC, the CHAG or the Buffalo History Museum for content regarding the Haudenosanee, the immigrants, the escaped enslaved persons or other communities representative of the region? Exhibit E, Page 19.	Both CHAG and the Buffalo History Museum will be providing research support for the 2025 Erie Canal Bicentennial Commemoration experiences.
The Gateway building was identified as the end point to the Bicentennial Commemoration visitor journey. Does the scope include the interior of the Gateway Building or only the outside facade for the projection show? Page 10, Section II, D, 2. Ruins Main Canal	Only the outside façade of the Gateway Building for the projection show.

21	Can you clarify what the role of the Buffalo History Museum staff will be on the project?	See Answer to Question #19.	
22	Is there any past audience research and/or community engagement work available and will it be shared with the selected design firm?	ECHDC does not have up-to-date visitor research. Our Site Manager estimates that over one million people attend programs and events at Canalside throughout the year. The majority of attendance occurs between May and September.	
23	Do you have audience research on local, regional, and tourist audiences to support the planning process already in place, or is this something you would be looking for the contracted group to provide?	We are looking for the Consultant to assist with audience research.	
24	Would the exhibit design firm be precluded from bidding on any media production work that might arise in the fabrication and installation phases?	No.	
25	Can you clarify the extent to which you would want to modify the Erie 2025 exhibits for the US 2026 Semiquincentennial celebrations?	No in-depth discussions regarding modifying the EC2025 experiences for US 2026 Semiquincentennial have taken place.	
26	Does the Buffalo History Museum (or other partners) have rights to any images, film, video, and audio that would be considered as assets for any media programs?	The Buffalo History Museum has rights to historical imagery related to Buffalo's Erie Canal that could be utilized for the project. They may also be able to provide audio and video content as well.	
27	Is the project fully funded - or should the scope of work consider assistance with fundraising or engaging/ presenting to government stakeholders at events?	See the Answer to Question #6	
28	What is your operations' capacity to support media within exhibits in the Long Shed?	Please refer to the A/E drawings of the Longshed included as part of the RFP.	
29	Who are the key stakeholders to consider, and who has ultimate decision-making power?	The key stakeholders are the ECHDC and CHAG, with ECHDC having decision-making authority.	

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30	Are there any constraints/access issues with potentially including the freeway that runs above the site as a point of graphic/experiential intervention?	New York Route 5 (i.e., the "Skyway") located above the site is under the purview of the New York State Department of Transportation (NYSDOT). Therefore, any use of the structure would have to be approved by the NYSDOT.	
31	Can you provide an example of the timing or schedule around the transition of the main canal space from water to frozen ice skating rink?	It takes approximately 14 days to dewater the Main Canal and install the dasher boards/ramps and other "skating" equipment. Once the equipment has been installed, it takes 5 days to create the ice surface.	
		not expect or desire Marine Drive to be closed as part of the	
33	Are there any pre-existing graphics/design standards that the exhibition design team has to be made aware of?	Not at this time. However, a design firm is currently working on branding the EC2025@Canalside Bicentennial Commemoration. This information will be provided to the Consultant when hired.	
34	Do you envision this as a design build project and should we include a fabricator on our team, or will the exhibition fabricator need to be procured through a public tender process? (RFP pg. 13-14, III. Scope of Work - Task 3 and Task 4)	See the Answers to Questions #1 and #4.	
35	P6: The Ruins: Are there any artifacts associated with the Steamboat Hotel that would be available to exhibit?	Not to our knowledge, however, this can be investigated after the RFP is awarded.	
36	P9: The Longshed: is the mezzanine visible from the ground level? We understand that it is not ADA accessible.	The mezzanine will not be available for the Longshed experience.	
37	P10: Ruins/ Main Canal: We understand that the existing interpretive panels used near the ruins will be removed- is the content still of value- could they be used to inform the exhibit content?	Yes, the content and archival imagery utilized in the existing interpretive panels are still of value and can be utilized to inform the exhibit experience.	

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38	On page 4 of the RFP, you mention contracting with the Buffalo History Museum to undertake the research and object/ image identification needed for this project. How do you envision the work between the Museum team and the firm selected? Will the Museum complete their work prior and provide a background document and potential objects/ images? Or, do you envision more of a collaborative effort between the two groups?	The Buffalo History Museum will have designated staff working on behalf of this project throughout its course assisting the Consultant with research, developing outlines and rough copy for interpretive content, identifying corresponding imagery to integrate with the text, etc. We envision a collaborative effort between the Museum and Consultant.
39	Were there any changes or updates to the RFP as a result of the pre-submission site visit?	The Proposal Meeting presentation at the end of this Addendum.
40	Re: pg.12, Section III. Scope of Work) The scope of work outline does not include any interactive or media deliverables. Is it accurate to say that we would be designing holistically and that the Concept and Design phases (outlined as Task 1 and Task 2) would have digital media deliverables included? a. Will the media production be included in Task 3 (to be contracted at a later date?)	Yes, we expect supportive deliverables in Task 1 and Task 2, but no media production until Task 3.
41	(Re: pg.12, Section III. Scope of Work) Within the scope of work, would you please define what you mean by "programming requirements"?	The Consultant will need to determine the front-of-house, back-of-house, and ancillary elements/touchpoints that are required for each of the three experiences. Our goal is to understand the programmatic elements (i.e., lobby, queuing, experience, storage, merchandise sales, etc.) necessary to ensure a world-class visitor experience.
42	(Re: pg.8, Section II. Overview, Subsection C.) The key audiences outlined do not include mention of school children. Is this experience not expected to be a destination for school outings, or field trips?	The first key audience includes multi-generational families-children, parents, and grandparents. This audience has school children, and we plan to have the experiences as a destination for school outings and field trips.
43	(Re: pg.35, Visitor Experience Brief) Does the 4.5 Million budget outlined in the Visitor Experience Brief include soft costs?	Yes, the budget is inclusive all costs.

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44	Is there a preferred format for the proposal? There is mention made of both a bound final proposal, that should include organizing dividers (page 16), but also instruction for the Technical and Administrative proposals to be sent separately and electronically (page 18). We would like to clarify which is correct, or if both a physical and electronic copy should be sent.	· · · · · · · · · · · · · · · · · · ·
45	Is there a page limit for the proposal?	No.
46	(Re: pg.13, Section III. Scope of Work) The scope of work outlines that "The Consultant will be responsible for an overall visitor pathway diagram that details the journey through the Longshed, Ruins and Main Canal daytime experiences. Touchpoints should include parking, bus/light rail stops, entryways, public street crossings, and exits." Does the scope of design work include wayfinding and guiding signage beyond what is included in the actual experience for the purpose of guiding users between or to experiences?	Not at this time.
47	(Re: pg.25, Section VIII. Contractual Requirements, Subsection vii.) Do the proposed MWBE businesses need to be registered in the New York State MWBE database in order to qualify for MWBE status? Can intent to register be counted?	Yes, all MWBE firms selected to participate must have an active certification status on the NYS Directory of Certified Firms.
48	(Re: pg.17, Section V. Selection Criteria, Subsection A.) The RFP outlines that bidders should provide an estimated cost for "Task 1: Project Scoping/Concept Development and Task 2: Design only at this time. Costs for Task 3:Fabrication/Installation/Training and Task 4: Renovation and Maintenance will be negotiated after the design budget and schedule have been approved. It is expected that ECHDC will amend the Consultant contract to complete Task 3 and Task 4 of the Project." Would it be possible to change the prime contractor for Task 3 and Task 4? For instance, would an experience design firm be able to position themselves as prime contract holder for Tasks 1 and Task 2, with Task 3 and Task 4 to be held by the fabrication/AV integration partner?	Yes, it would be possible to amend the Contract for Task 3 and Task 4 – AND change the Prime to a fabrication/production sub-consultant. However, the Fabrication/Production sub-consultant MUST be included in the original Proposal, AND the response should clearly indicate this concept at the time of the submission.

49	What community engagement is currently planned for implementation during the design period, and what would be the consultant's role in that effort?	Community engagement, led by ECHDC, will occur in 2023. The Consultant will be requested to provide supportive materials.
50	(Re: pg.18, Section V. Administrative Proposal, Subsection B.) In Subsection B. of Section V., the RFP outlines a list of forms that need to be completed, signed and submitted as part of the proposal. This list includes OCSD forms 1, 2 + 4. Later in the RFP, on page 27, links to OCSD forms 1, 2, 3, 4 + 5 under the header "The required forms can be found [below]." For clarification, is this list of required forms in Section V. Subsection B. on page 18 complete? Or should the subsequent list of forms also be completed?	All required OCSD forms as listed on page 18 must be completed and included in your proposal.
51	(P. 13, Task 1 ii) "The Consultant will be responsible for research/writing/editing in order to supplement Buffalo History Museum staff research and assist in object/graphics selection to illustrate stories. Research may include both primary and secondary sources." Question: What is the time commitment the BHM has made to the project and where would the Consultant be expected to augment that work?	See Answer to Question #38.
52	(P. 13, Task 1 v) "The Consultant will be responsible to estimate the number of visitors expected to attend the three experiences." Questions: - Please verify that Consultant team should include a subconsultant to estimate attendance Should that subconsultant also provide economic modeling for the project? - Has there been any visitor study or economic modeling work to date? If so, could this information be made available to bidders? - What resources will the ECHDC or other agencies be able to provide i support of estimating?	See Answer to Question #11.

53	(P. 14, Task 2 ii) "The Consultant will be responsible for sourcing, script writing and/or editing, and to finalize label copy for experience components." Question: How is this work intended to coordinate with the scope that the BHM is undertaking?	See Answer to Question #38.	
54 (P. 14, Task 2 vii) "The Consultant will be responsible to update the estimated number of visitors." Question: Does the ECHDC anticipate intermediate studies/focus groups with the developing concepts in support of updated numbers?		Not at this time.	
55 (P. 14, Task 2 iv + v) Question: Is it correct to assume that the architect will provide all documentation of electrical or structural modifications to the building(s) and that Contractor will be responsible for providing coordination information such as electrical points of contact, electrical (or heat) loads, and structural loads?		Yes.	
56	(P. 14, Task 3 iv + v) Question: Will ECHDC, through BHC or other entities, provide all operational staff? Is Contractor expected to assist in developing operational and staffing plans?	Yes, ECHDC will provide all operational staff. Yes, the Contractor is expected to assist in developing the operational and staffing plan.	
57	(P. 14, Task 4 i) Question: This point refers to "modifying exhibits components to be used in 2026 as part of the US Semiquincentennial celebrations." Is the planning for such modifications part of the original scope, and if so, can ECHDC provide information on the planning for 2026 so that bidders can estimate the scope of required change?	See Answer to Question #25.	
58	How do you envision subject matter experts from the Buffalo History Museum working with the selected exhibit / experience designer?	See Answer to Question #38.	
59	Are there specific artifacts that you would anticipate featuring prominently within the Long Shed experience?	See Answer to Question #13.	

60	What role do you envision docents or staff playing within these visitor experiences?	They will play a role, but that has been determined at this time.		
61	Do you envision that the Long Shed experience will be a ticketed experience?	Not at this time. Our goal is to make the experiences free to the public. However, we could consider ticketing to control crowd levels and support staffing decisions.		
62	Beyond providing a facade for potential projection-mapping experiences, will the Children's Museum play any role in interpretive experiences or the design process?	No.		
63	Page 13 of the RFP references "required exterior modifications to the Longshed" please clarify what you mean by exterior modifications in the experience design context.	If the Longshed experience requires exterior modifications (i.e., to block our light, adjust exits, etc.), we would need the Contractor to identify those modifications. The actual design and construction of those modifications is outside the scope of this Project.		
64	If bidders do not offer services like fabrication in-house, should we identify a specific partner at this time?	See the Answer to question #4.		
65	For the experiences that will extend beyond the summer festivities, will ECHDC continue to oversee operations of the experiences?	Yes.		
66	In reference to the 30% Business Participation requirements, please clarify if bidders need to include specific WBE / MBE partners at this stage and within cost estimations? We ask because the RFP	Yes, a utilization plan should be submitted at the time you submit your proposal of MWBE firms you/or your Prime/Sub Primes intend to participate with.		
	requests costs only for the Concept & Design phases and WBE / MBE vendors may take a much larger role within the production and execution phases of the project.	For changes made to your utilization plan, you are required to submit a revised utilization plan reflecting changes throughout the life/phases of the project related to all MWBE vendors (add/removal subs, contract value) from the time of your initial submission.		
67	Are bidders required to submit a MWBE Utilization Plan at this stage? Or only if selected as the experience design partner.	Yes, you should have at least a list of MWBE firms you've identified/contacted to participate with for this project.		
	Are you able to provide additional floor plans of the Longshed building layout?	We will provide these to the Consultant upon award.		

69	We would appreciate receiving a copy of the pre-bid meeting sign-in sheet. Is this possible?	Attached below.	
70	Since the initial contract will be based on Tasks 1 and 2, design services only, is it accurate to assume bonding will not be required, and that Errors and Omissions coverage will suffice for design-related (intangible) services?	See the Answer to question #2.	
71	Is it fair to assume that bonding will come into play prior to Task 3, implementation (tangible), fabrication services?	See the Answer to question #2.	
72	Can you please confirm Proposal submission deadline is Dec 22nd 2022	Confirmed. Proposals are due on December 22, 2022.	
73	How many design companies are involved at this stage of the competition?	Unknown. This is an open solicitation.	
74	How many will you shortlist for interview?	It is expected that a maximum of three (3) applicants will be selected for interviews.	
75	We note that the client is the Erie Canal Harbor Development Corporation but can more detail be given about the individuals associated with the project? Who will lead and champion the project on the client side?	ECHDC Board of Directors and Staff.	
76	Are you looking for a company to provide a comprehensive turn-key solution for you i.e. delivering a whole project that is ready to go, or do you imagine working through an iterative design process, developing a shared vision?	See the Answer to question #4. We envision an iterative design process.	
77	In the RFP (p5) it states: "The ECHDC expects to contract with the Buffalo History Museum to complete research, artifact/object and graphic identification to support the development of the experiences contemplated in this RFP." Is it possible to describe this relationship in more detail? What artefacts and expertise would be available from the museum?	See the Answers to Questions #26 and #38.	

78 In the RFP (p8) it describes the Longshed:
"This timber-framed structure was opened in 2020 along the southeastern edge of the historic Commercial Slip, where similar two-story buildings stood as early as the 1830s."
What is the current use of the Longshed and what is the condition of the building? Is it suitable for permanent displays?

The Longshed is currently being used by the Buffalo Maritime Center to construct a replica of the 1825 Seneca Chief packet boat.

The Longshed is suitable for permanent displays.

Erie Canal Bicentennial Commemoration Visitor Experience Design Services

Pre-Proposal Meeting

November 16, 2022 at 10:30 am at the Longshed

SIGN-IN

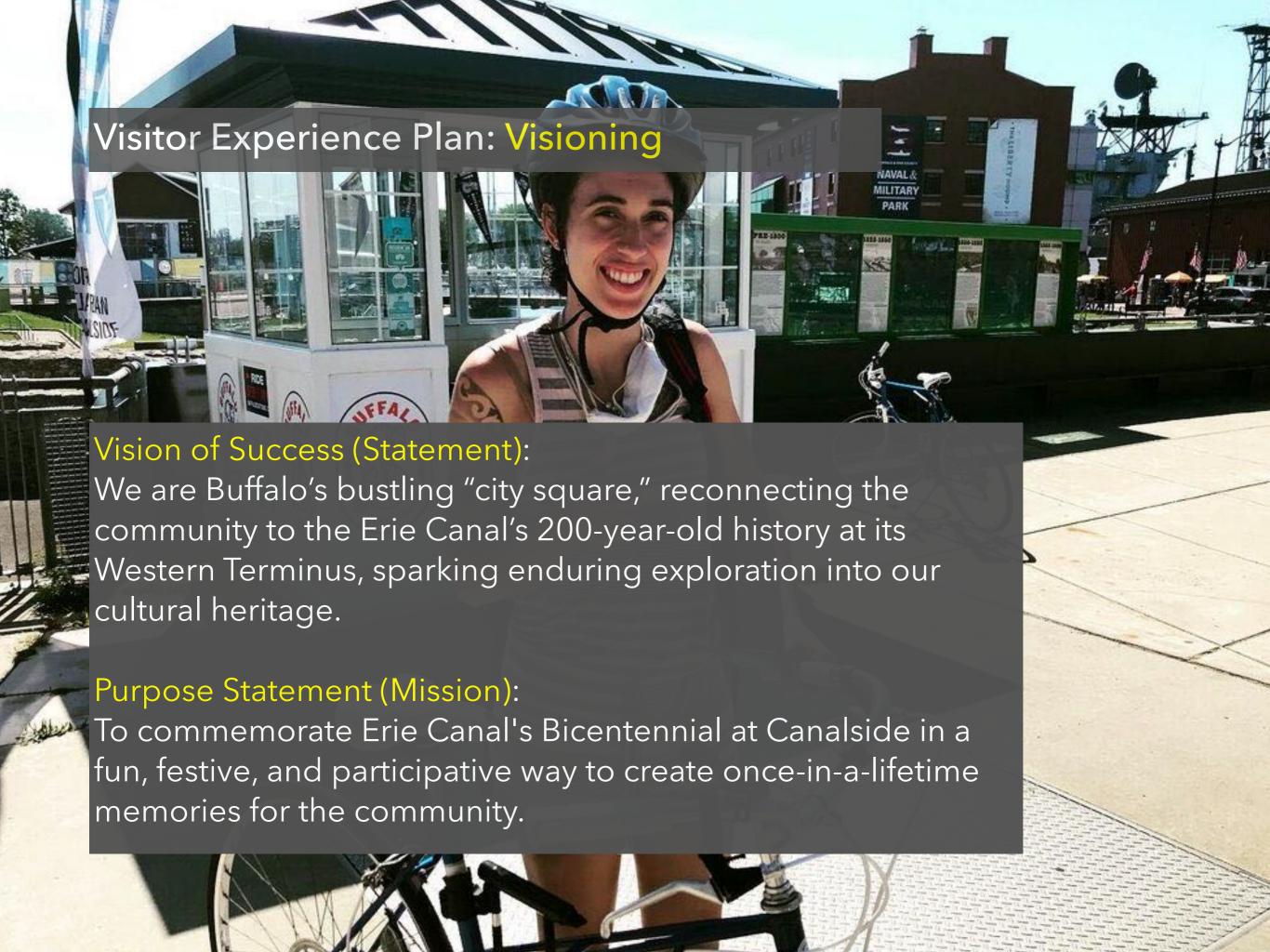
No.	Name	Firm	Telephone	E-mail Address	MWBE or SDVOB
1	James Levine	WL Concepts & Production, Inc.	(516) 565-5151	james@wlconcepts.com	SDVOB
2	ESTELLE JUGANT	THINKWELL	(514) 569 9252	ejugant think well group. com	
3	Terry Fisher	Full Circle Studios	1714)875-7740	terry @full circle studios.co	M
4	Josh Gallagher	GLA	301 467 1154	jaallagher & gallagher OPSIAN, com	
5	Time Herattes	CXS COMPANIES	716 860 4068	THEHES @ COSCOS. JONE	
6	Madeleine Den Blenner	Ant Premon,	493.986.3812	madereine densteyner a	
7	PAUL MARZELLO	BELO Naval Park	716 207 3992	Deule butalonaval powerous out procure	K-net
8	Faul Warver	Hadley Exhibits	716-744-7718	owerser @ hadlous & hiteite.	Cu _
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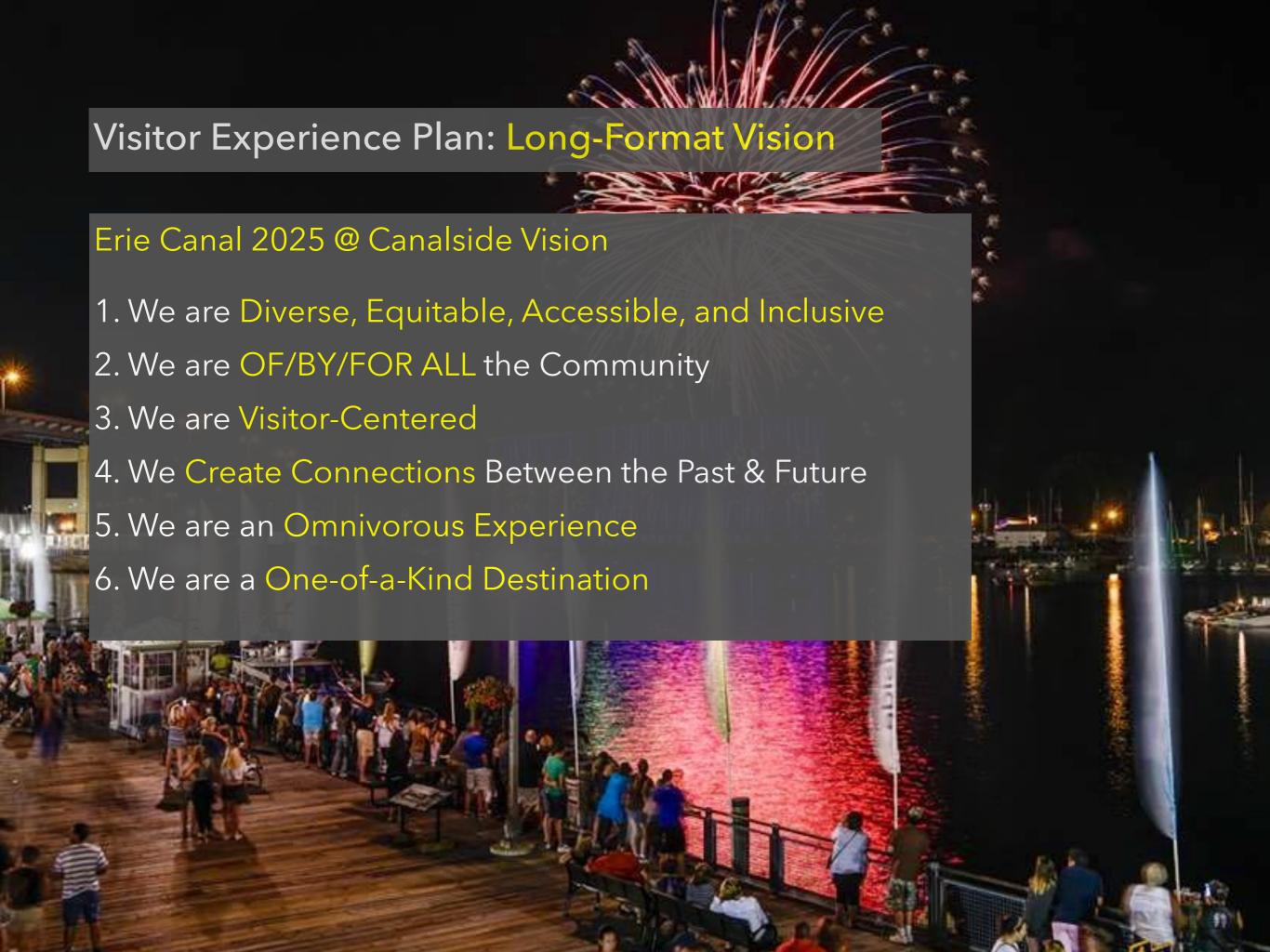


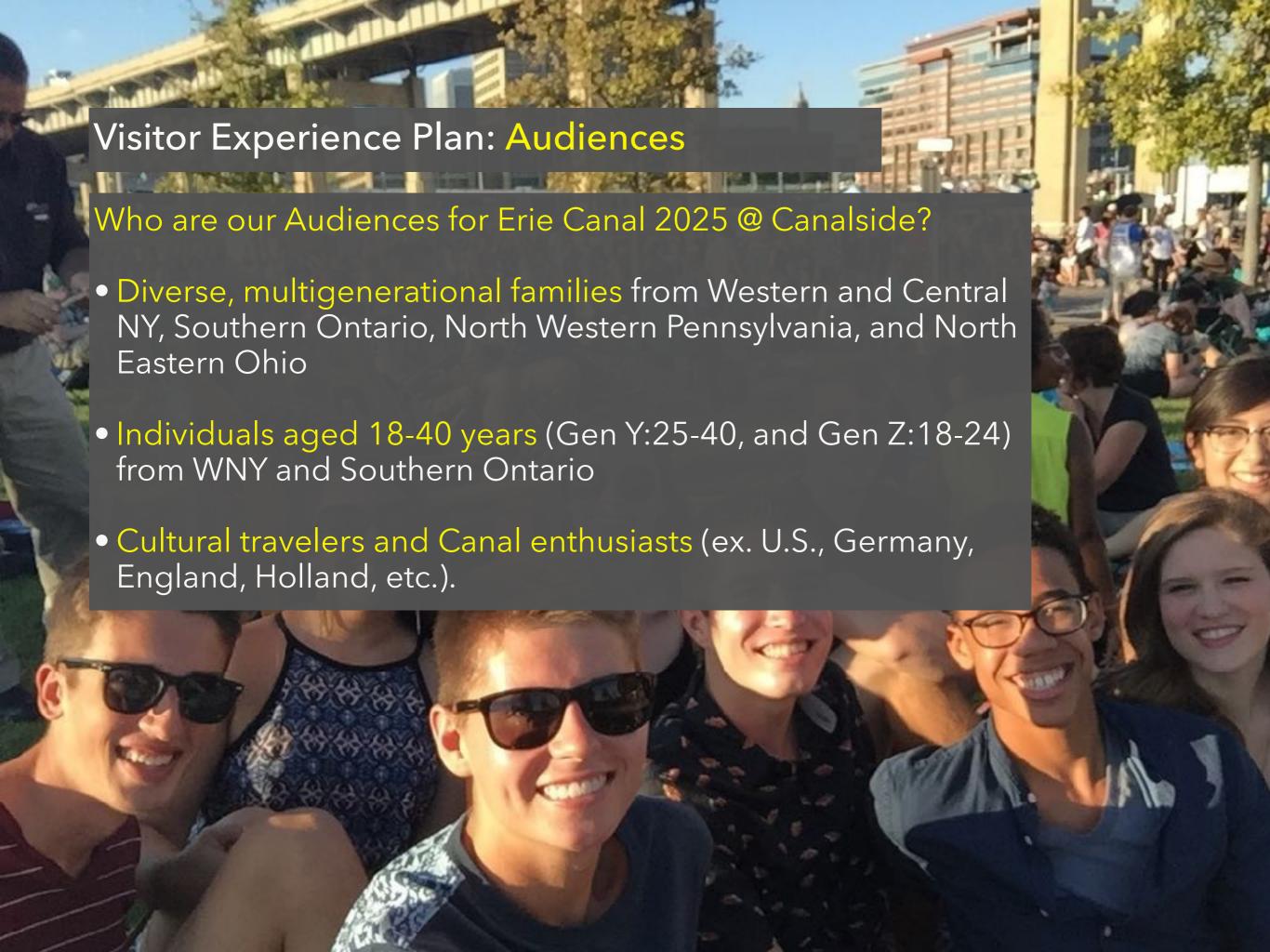


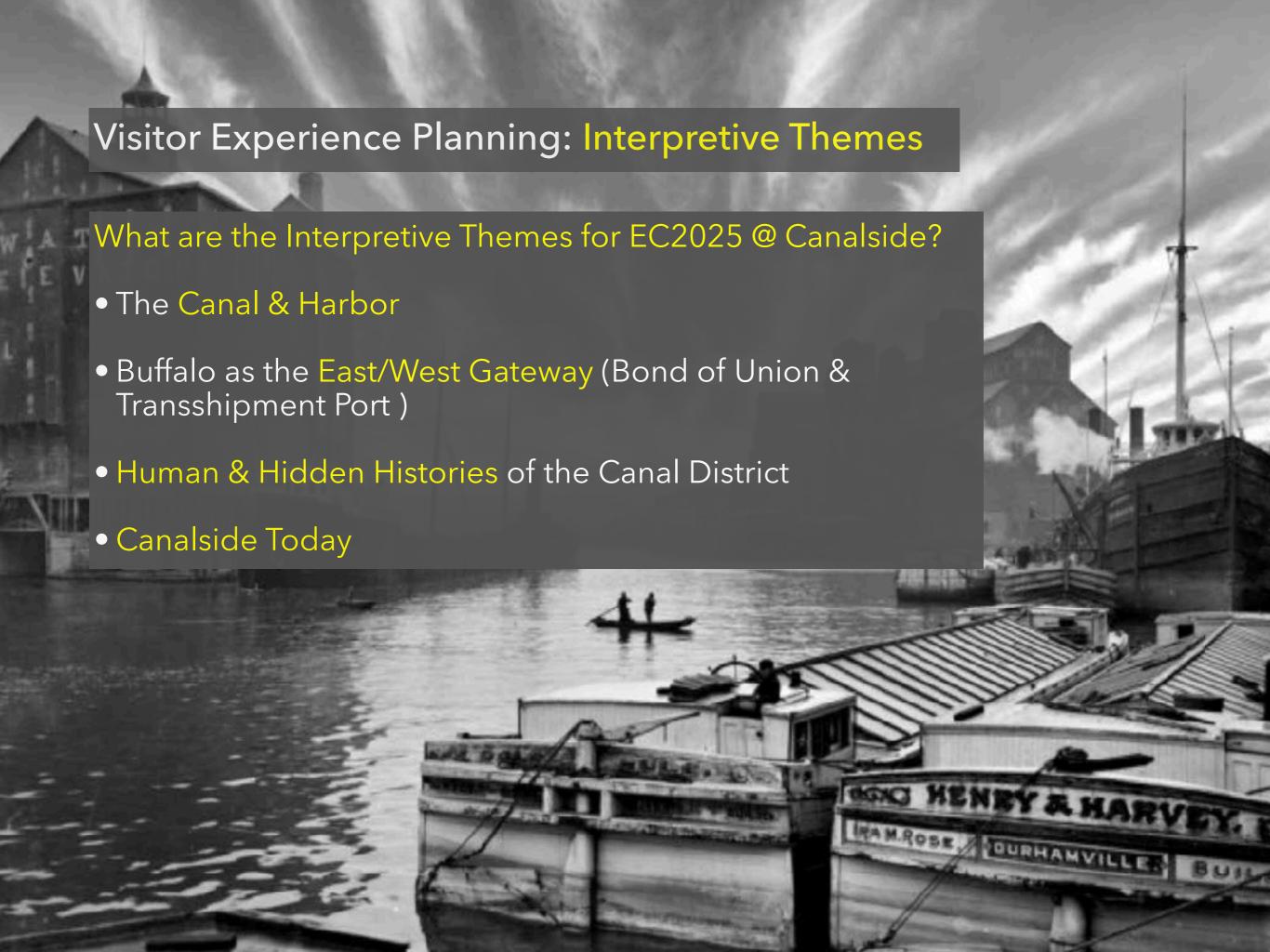


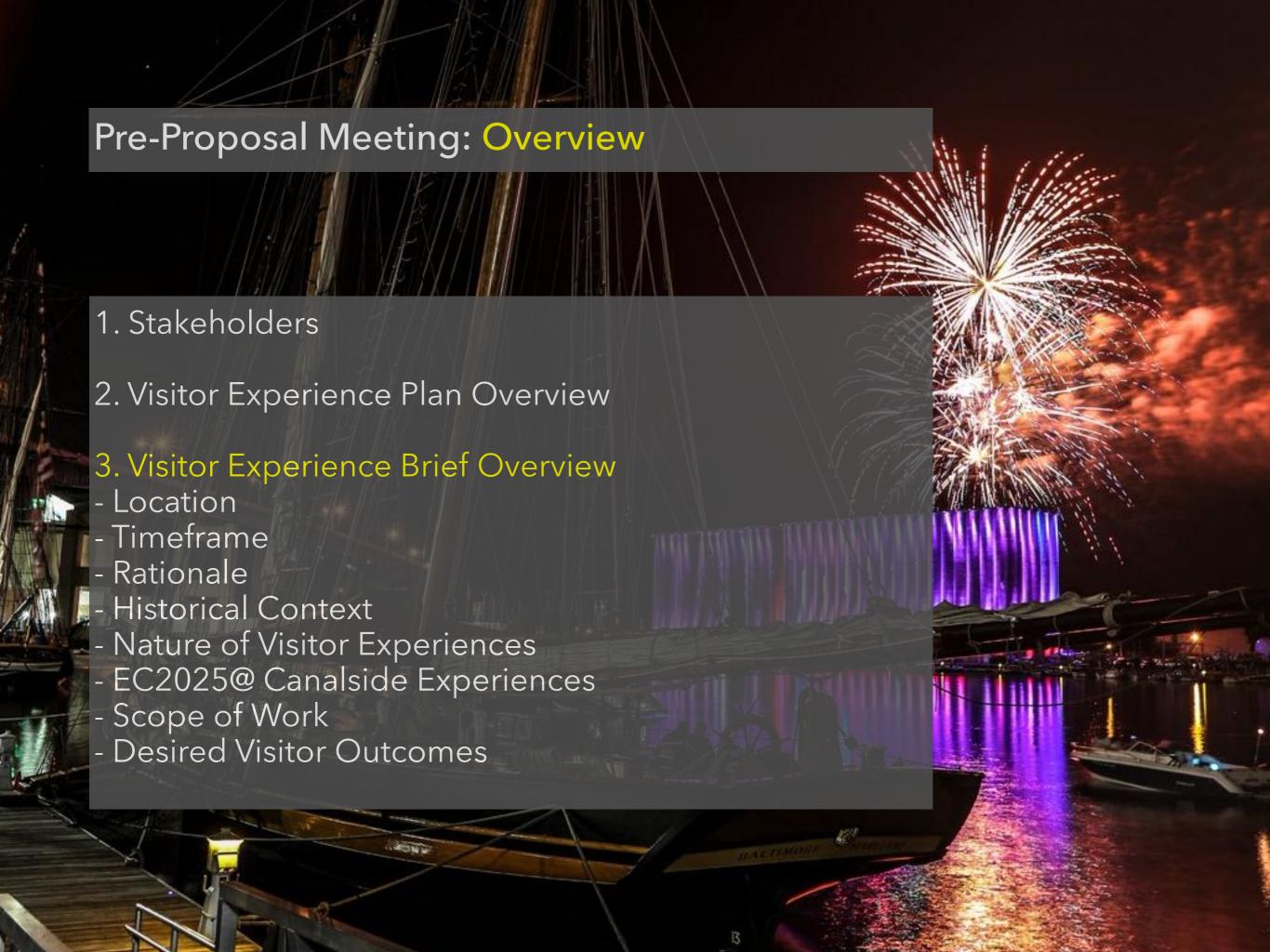














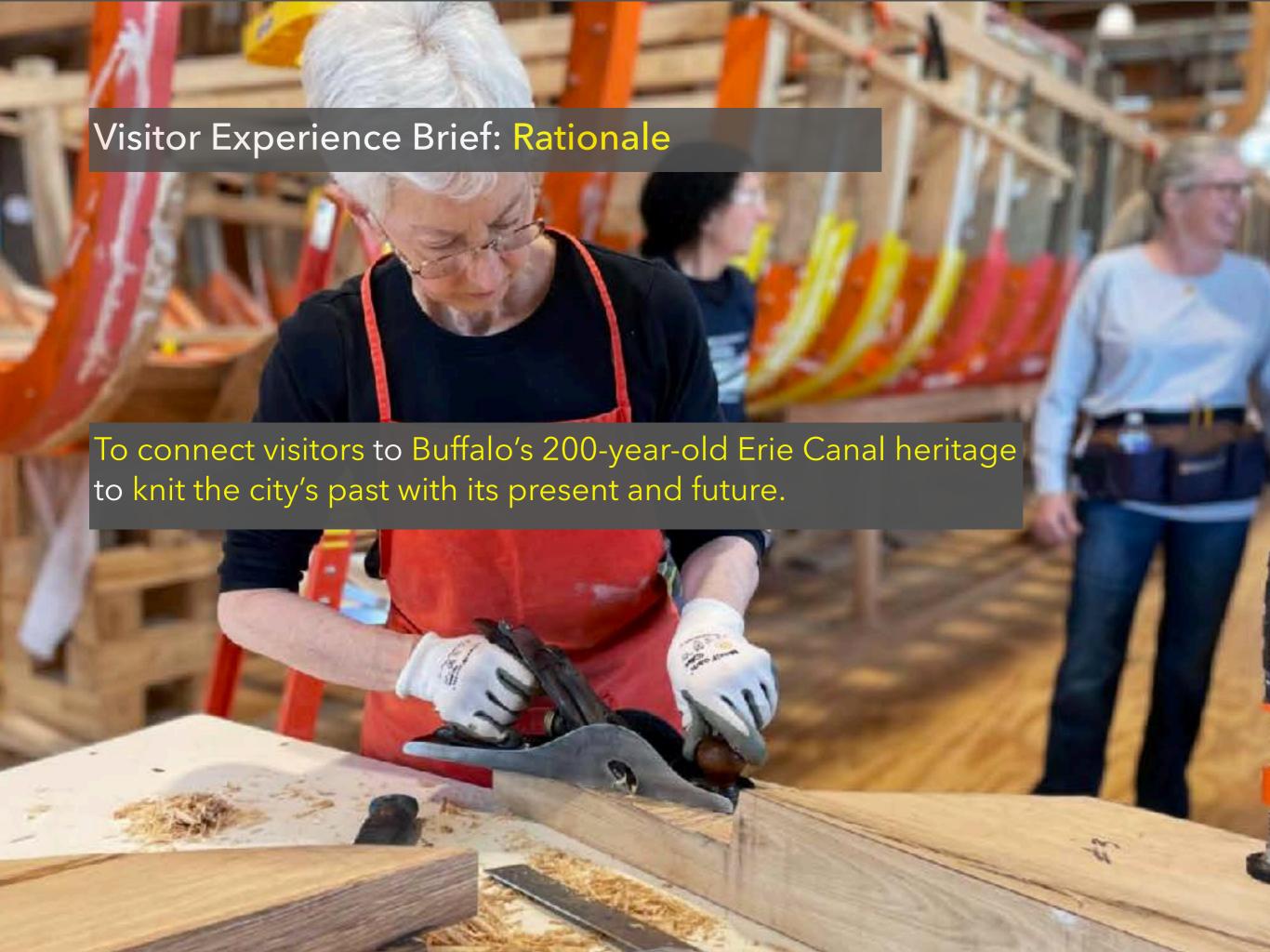
Visitor Experience Brief: Location

ECHDC Managed Areas

- 1. Western Terminus
- 2. Longshed Building
- 3. The Ruins
- 4. Main Canals



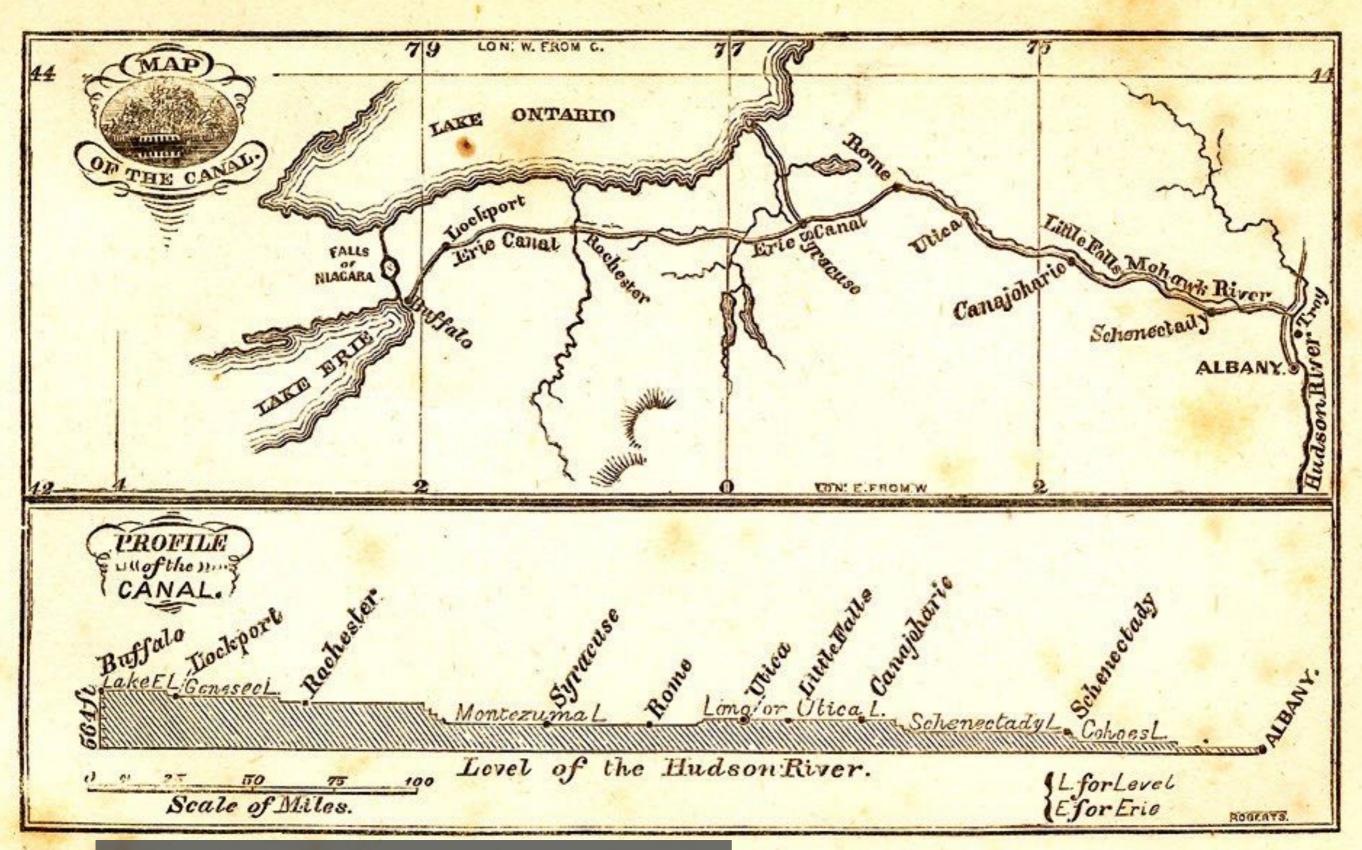


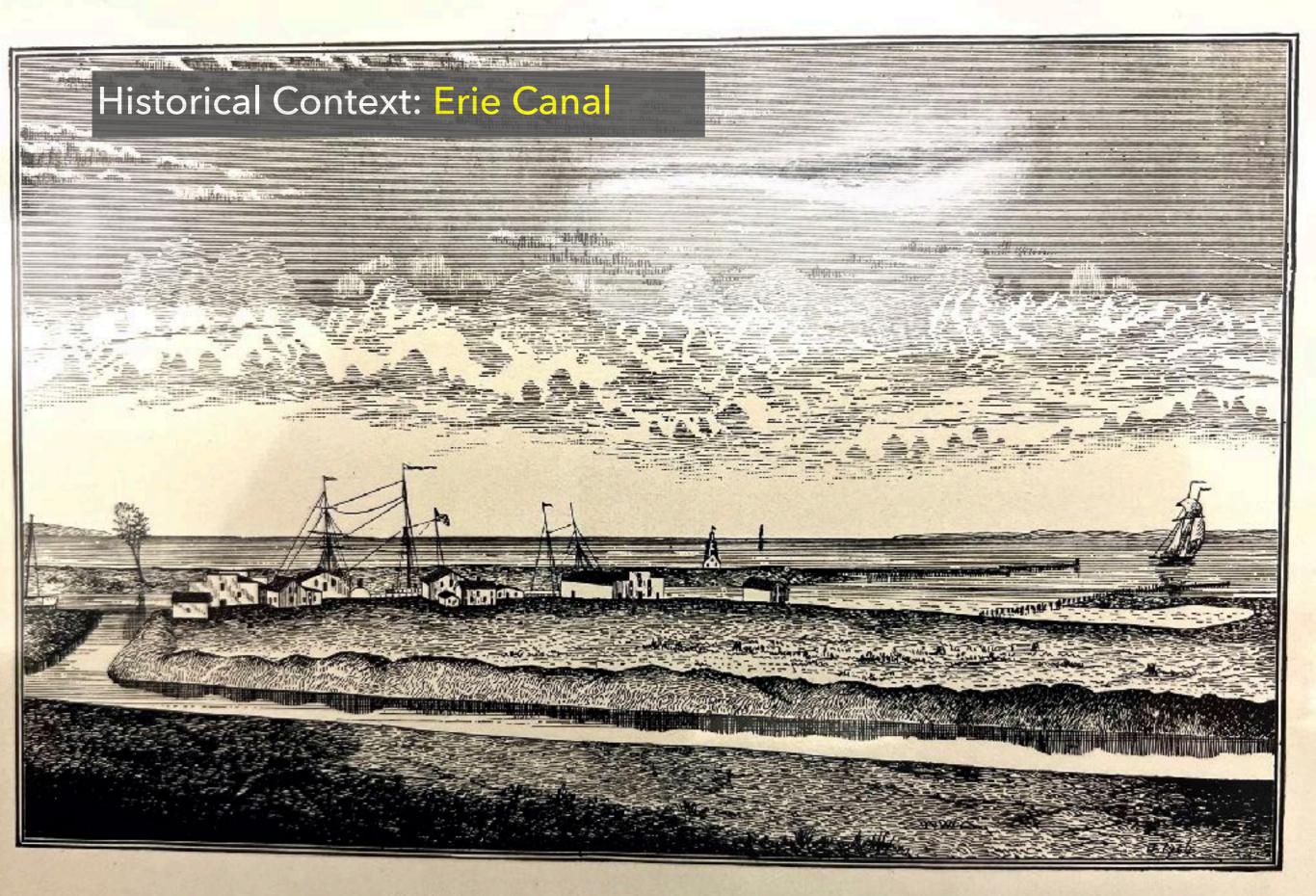
















MOVEMENT OF GRAIN 1924

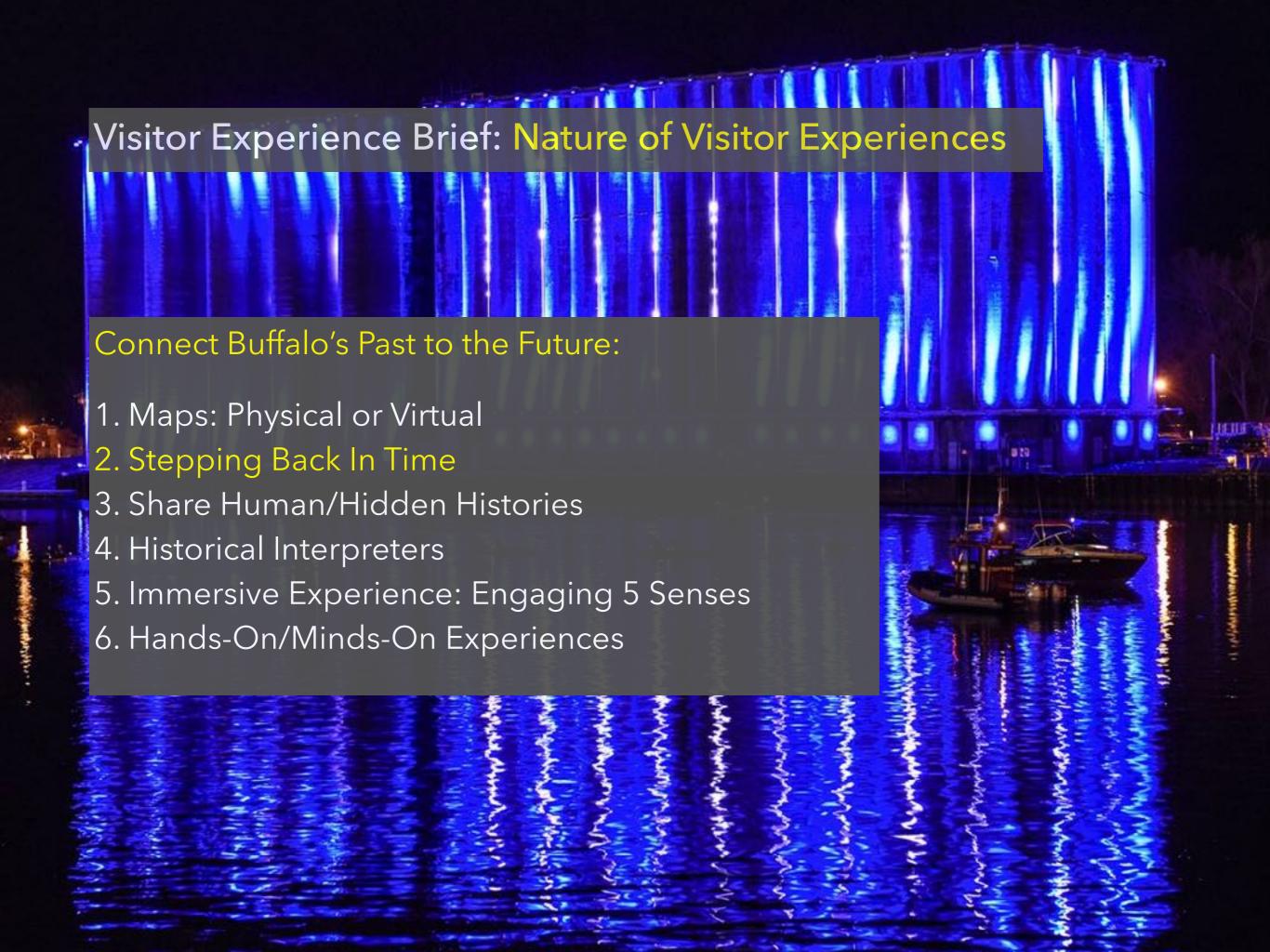
Map Source: U.S. Army and Shipping Board, Transportation on the Great Lakes















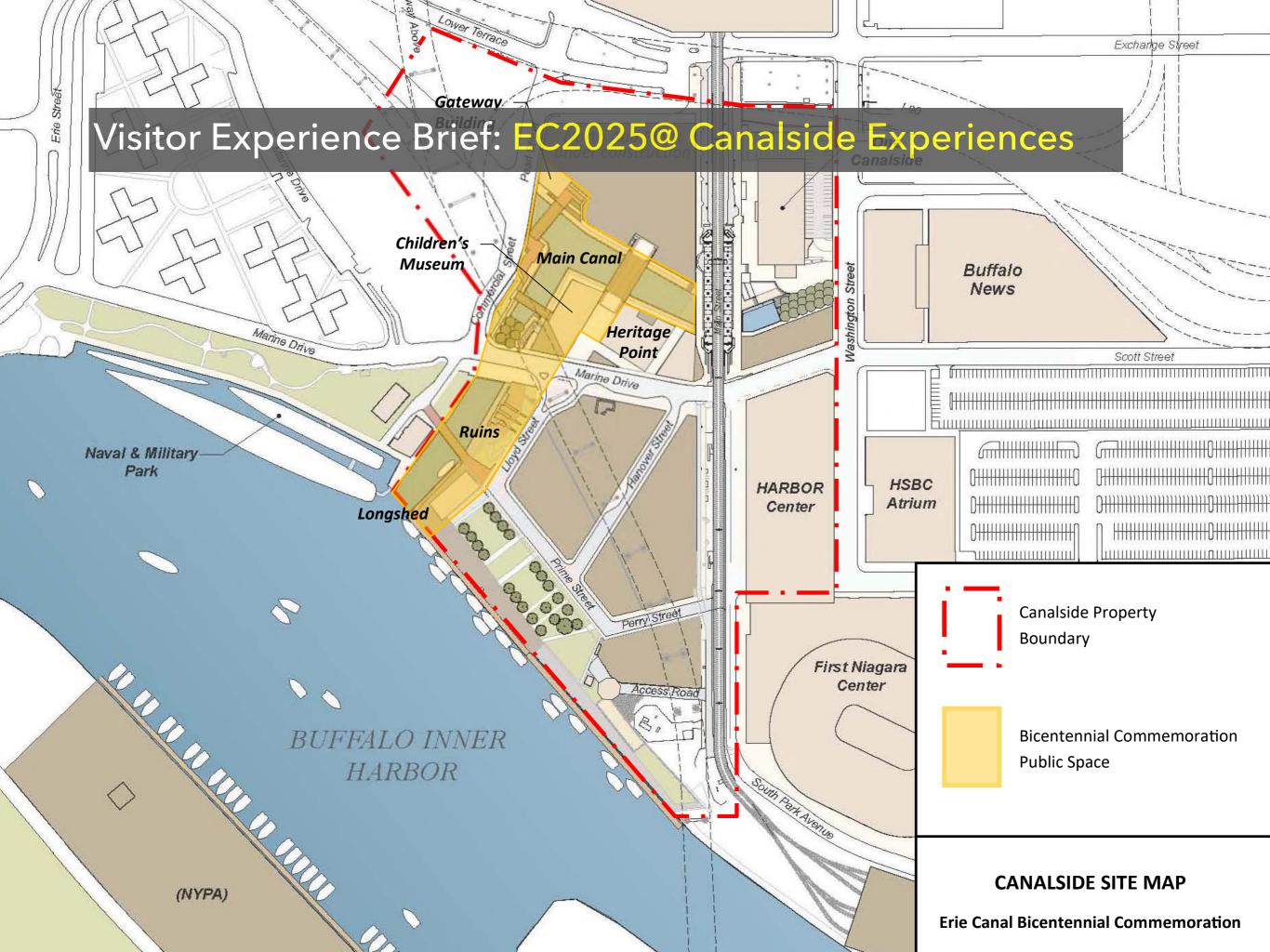






This stereo-scope view of the mouth of Commercial Slip shows a heavily laden canal boat beginning its journey east. The Coit-McCutcheon Block is on the right with its wooden boardwalk and stone canal walls below Source: Collection of Henry Baxter







Longshed: Present Buffalo's 200-year-old Erie Canal story in a compelling and engaging way.

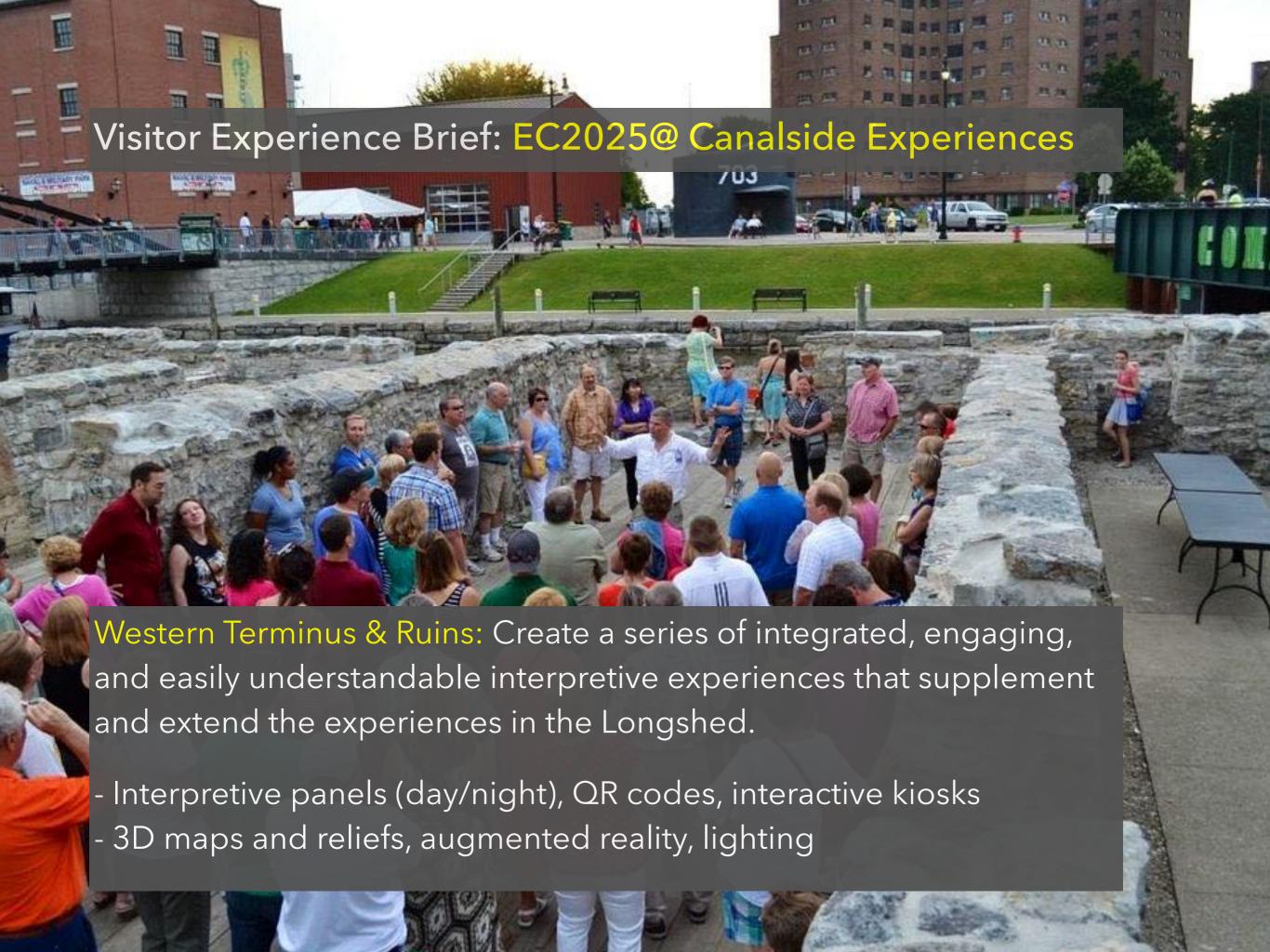
- Roughly 3,000 square feet of usable space
- Point of entry for EC2025@Canalside Experience
- Immersive experience





EC2025@ Canalside Experiences: Longshed

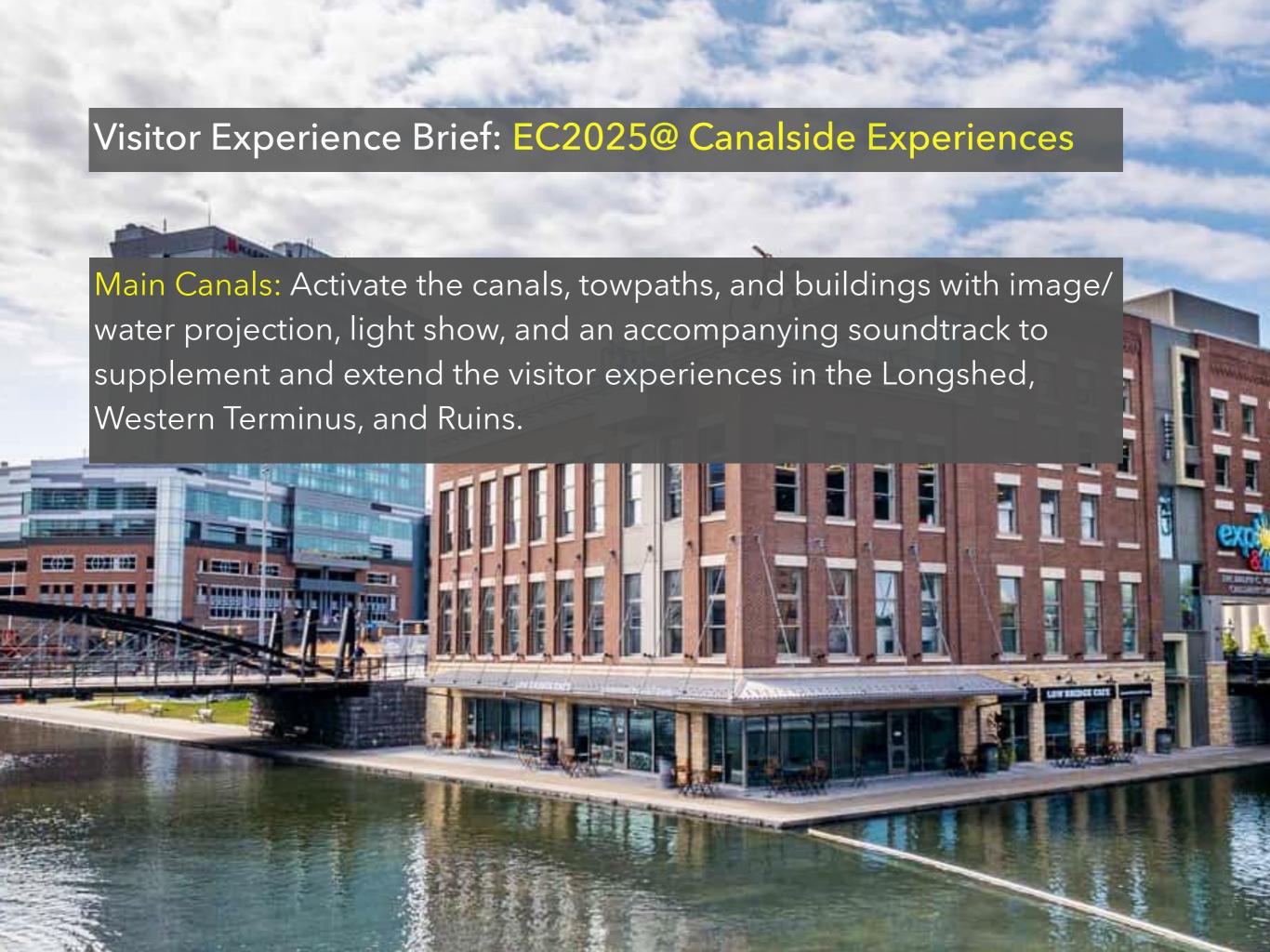
















Visitor Experience Brief: Scope of Work

Each of the three projects will include the following scope of work:

Phase 1 Development:

- Research
- Concept Design/Programming
- Revisions
- Preliminary Budget & Schedule

Phase II: Design

- Schematic Design
- Design Development
- Final Budget & Schedule

Phase III: Implementation

- Construction Documents
- Production & Fabrication
- Installation
- Project Closeout

